

TREASURIES AND ACCOUNTS DEPARTMENT

From

Director of Treasuries and Accounts,
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To

All Pay and Accounts Officers,
All Treasury Officers,
All Sub Pay and Accounts Officers

Rc.No.CTA/292/IFHRMS/2023, Dated:

Sir/Madam,

Sub: Kalanjyam (IFHRMS 2.0)-Recent updates and re-orientation points in Kalanjyam-**Advisory No.07/2025 (23/2024)** - communicated-Regarding.

This is to inform that the following advisory is issued to ensure error free, efficient and user friendly transactions in Kalanjyam (IFHRMS 2.0).

1. New Updates:

S.No	Module and Sub Module		Details
1.	CPS annual account statement download	<u>Issue:</u>	CPS account statement download option not available in Mobile APP
		<u>Update:</u>	CPS annual account statement download option enabled in both Self service.
		<u>Path:</u>	Navigation path: Self Service: eServices-> Employee Self Service->CPS->CPS account statement.
2.	Sanction Order Preview Option and QR code option for System generated Sanction Order	<u>Issue:</u>	There was no option for previewing the sanction orders generated from the system. However, requests have been received from various users for the provision of an on-screen viewing (preview) facility for sanction orders during processing at the DDO/HR user level.
		<u>Update:</u>	It is informed that the <i>Sanction Order Preview</i> functionality has been enabled in

			<p>the Leave Module. During the processing of leave sanctions, the initiators, Verifiers and Approvers can now preview the sanction order prior to Verify or Approve.</p> <p>This functionality will be gradually extended to other modules in the near future.</p> <p>Leave Sanction Orders have been enhanced with a QR code feature to enable quick and secure access to essential details. Upon scanning, the QR code will display the following information:</p> <ul style="list-style-type: none"> • Employee Number and Name • Designation • Leave Type and Duration (Start and End Dates) • Total Leave Days • Sanctioning Authority Details <p>This initiative is aimed at improving verification efficiency and ensuring data accuracy.</p>
		<u>Path:</u>	HRMS -> Leave Process ->Leave reporting and Sanctioning
3.	Preview option for 'attachments' in bills	<u>Issue:</u>	Preview option not available for attachments.
		<u>Update:</u>	Preview option enabled for all attachments in HRMS module and in Non salary bills process page the preview option will be enabled in Salary bills in near future.

4.	Double Pensioners both PPO mustering	<u>Issue:</u>	<p>It has been observed that the Double Pensioner Flag has not been updated in the pensioner profile, and the connection between the two pensioner IDs has not been established. As a result, during the Annual Mustering process, separate entries are currently required for both pensioner IDs.</p> <p>Since both IDs pertain to the same individual, updating mustering entries twice is redundant. Furthermore, if the mustering entry is missed for either ID, it may result in the stoppage of pension disbursement, causing unnecessary hardship to the pensioner.</p> <p>In this regard, several requests have been received to update the mustering entries for both pensioner IDs based on a single mustering instance. This would not only streamline the process but also prevent unintended suspension of pension payments.</p>
		<u>Update:</u>	<p>The connection between the two pensioner IDs has been established based on the Double pensioner flag and the entries enabled in Pensioner profile page. If mustering done in one pensioner ID, the status of the associated ID will be automatically updated as mustered.</p> <p>As previously communicated, the Double Pensioner flag should be updated under the profile page.</p>
		<u>Path:</u>	Pension -> Pensioner Profile
5.	MIS 2.0	<u>Issue:</u>	<p>Data inconsistency as noticed in few reports</p> <p>Earlier, employee based report access given. Hence, the access needs to be given every time while new employee joins a post.</p>

		<p><u>Update:</u> Post based access has been given for MIS 2.0 reports.</p> <p>MIS 2.0 has been enabled to all HODs, Treasuries locations and RJDs to facilitate effective monitoring of daily functionalities..</p> <p>In first batch, a range of reports have been made available, covering modules such as HRMS, TANGEDCO, Bills, etc. Additionally, a dump data download option has been provided to support detailed analysis and operational needs.</p> <p>As the data made available through MIS 2.0 is highly sensitive and critical, all users are strictly advised to:</p> <ul style="list-style-type: none"> • Download and store data only in secure, protected environments • Ensure that the data is used solely for the intended official purpose • Safely dispose of the data once the purpose has been fulfilled, in accordance with data protection protocols
		<p><u>Path:</u> Login -> All reports -> MIS 2.0</p>
6.	Employee Profile update	<p><u>Issue:</u> Tickets has been raised by users for making corrections in Employee Profile (Bio-data page)</p> <p><u>Update:</u> An option has been enabled in Employee profile page under update profile column to correct the following Data by the DDO/eSR maintaining office itself.</p> <ol style="list-style-type: none"> 1. Name correction 2. DOJ correction 3. DOB correction 4. Aadhaar Name & Number correction 5. PAN Name & Number correction 6. GPF/TPF/CPS/NPS Number Correction (Allotment Letter) 7. Fathers Name Correction

			<p>All corrections must be duly supported by appropriate documentary proof attachment to ensure proper validation and compliance with system requirements.</p>
		<u>Path:</u>	e-services -> HRMS -> Employee profile -> Update Profile
7.	TANGEDCO invoice fetch	<u>Issue:</u>	<p>It has been observed that a significant number of support tickets are being raised by users regarding the non-availability of EB invoices while attempting to create EB bills in the portal.</p>
		<u>Update:</u>	<p>A new functionality has been enabled to Treasury Admin and DDO Admin roles for viewing and fetching the invoices in the portal page.</p> <p>As part of this enhancement, the Connection Number dropdown will be dynamically filtered to display only those connection numbers mapped to the respective DDO, thereby ensuring secure and role-based access to invoice data.</p>
		<u>Path:</u>	DDO admin login -> other application -> EB invoice fetch
8.	DSC/Esign software update.	<u>Issue:</u>	<p>The current version of emSigner, the digital signature utility provided by eMudhra, will be officially discontinued in near future. Consequently, usage of emSigner for DSC authentication in IFHRMS will be discontinued</p>
		<u>Update:</u>	<p>Users who are required to use Digital Signature Certificates (DSC) within IFHRMS are hereby requested to install emBridge software in their machines.</p> <p>All PAOs/TOs are requested to intimate/communicate this change to all DDOs under their control, along with the Standard Operating Procedure (SOP) for installation and configuration of emBridge. Now, DSC can work in both the platforms.</p>

			However, once the configuration changed in IFHRMS server, emBridge can only be accepted for signing. The effective date of change of the new platform will be intimated shortly.
		<u>Path:</u>	NA
9.	GPF Final withdrawal	<u>Issue:</u>	The Final GPF payment disbursements are delayed, due to late and manual submission of Annexure IV by concerned DDOs,
		<u>Update:</u>	<p>1. <u>New Functionality:</u></p> <ul style="list-style-type: none"> A new feature has been enabled in the GPF Final Bill Generation module which generates the 'Debit certificate' with details of last withdrawal(TA/PF/90%PF) amount and date based on the records already available within IFHRMS,. <p>2. <u>Guidelines for Users:</u></p> <ul style="list-style-type: none"> All users are required to verify the accuracy of the displayed debit details prior to bill generation. If the data is found to be in order, the bill may be processed accordingly. In the event of any discrepancy, the Account slip shall be returned to the AG's office for rectification. Audit options have been incorporated in this system.
		<u>Path:</u>	Login -> GPF bill generation
10.	Pension HoA changes	<u>Issue:</u>	Some pension categories were consolidated under a single, unified head of account. Due to this, the Government has encountered significant constraints in effectively allocating the necessary budgetary provisions specific to each pension category.

		<p><u>Update:</u></p>	<p>To address the same, the Government has implemented modifications to the Head of Accounts for specific pension categories in the budget 2025-26, including Family Pension, Additional Pension, Aided Pension. Accordingly, these changes have been incorporated into the IFHRMS Pension module to facilitate seamless processing.</p> <p>The detailed communication has been shared by CTA vide Rc.no.1183918/E1/2025 dated:12.05.2025</p> <p>Furthermore, Necessary AM has to be proposed for the Pension payments from April-25 to June 25.</p>
		<p><u>Path</u></p>	<p>NA</p>
<p>11.</p>	<p>Employee Loans and Advance-Request through Self service/Mobile app</p> <p>a) Education Advance</p> <p>b) Marriage Advance</p>	<p><u>Update</u></p>	<p><u>Marriage Advance:</u></p> <ul style="list-style-type: none"> • As per the G.O.Ms.No.148, Dated 27th June 2025, the required changes like enhanced rate has been updated in the IFHRMS system to apply/ Marriage advance through Self-service portal. • End-to end automation i.e. request initiation to auto generation of sanction order will be made available in near future <p><u>Education Advance:</u></p> <ul style="list-style-type: none"> • As per G.O.Ms.No.147, Dated 25th June 2025, the required changes have been incorporated in the IFHRMS system to apply/ Education advance through Self service portal and Mobile App. • End-to end automation i.e. request initiation to auto generation of

			sanction order will be made available in near future
		<u>Path:</u>	<p>Education Advance: Mobile App ->Advances -> Short Term advances Short Term ->Advances -> Short Term advances</p> <p>Marriage advance : Self Service -> Advance -> long term advance -> Marriage advance</p>

2. Re-orientation points:

S.No	Module and Sub Module		Details
1.	Arrear calculation for Pension	<u>Issue:</u>	Tickets are raised by the users to rectify the Pension arrear calculation issue "result not shown". On verification, it has been found that several users are not complying with the established process flow for auto arrear processing in the Pension Module. Such lapses are resulting in inconsistent outcomes.

		<u>Update:</u>	<p>To ensure accurate results and maintain system efficiency, users are instructed to follow the below standard sequence while processing auto arrears:</p> <p>Prescribed Steps for Auto Arrear Processing:</p> <ol style="list-style-type: none"> 1. Initiate First Pension Visit 2. Execute 'Calculate Arrear' Function 3. Run Supplementary Process 4. Navigate to Results Page and Verify Output <p>Further, the users are therefore strictly advised to refrain from performing multiple runs unnecessarily and to follow the standard workflow as outlined.</p> <p>Further, in case of Non Mustering Arrears, the arrears payment may be processed before making the current monthly pension to avoid future payroll exists error.</p>
2.	Service Requests through Mobile Application	<u>Message:</u>	<p>Enhancing the Utilization of Service requests through Mobile app</p>
		<u>Update:</u>	<p>It is hereby informed that various essential services have been enabled through the Kalanjiyam Mobile Application to ensure greater accessibility and operational convenience for employees and pensioners.</p> <p>The following important services are available via the Mobile App:</p> <ul style="list-style-type: none"> • Submission of Leave Applications • All types of GPF Withdrawal Applications • Short-Term Loan Applications • Profile Updates

			<ul style="list-style-type: none"> • Annual Mustering • Download of Payslip and Pay Drawn Statements • Form 16 download <p>These enhancements have been implemented with the objective of improving service delivery, minimizing manual intervention, and encouraging digital self-service.</p> <p>In this connection, following activities are to be done by DDOs</p> <ol style="list-style-type: none"> 1. Approval group mapping 2. Leave Balance Updation <p>Timely action in this regard is essential to ensure that the intended benefits of the mobile platform reach all stakeholders efficiently.</p>
		<u>Path:</u>	Kalanjiyam Mobile App -> Login
3.	Duplicate Payment Report	<u>Issue:</u>	It is noticed that duplicate payments have been made to ineligible beneficiaries resulting in financial irregularities
		<u>Update:</u>	<p>It is informed that the Duplicate Payment Report has already been made available within the bill processing workflow at all levels. This report is intended to assist in identifying and preventing ineligible or duplicate payments during the processing of bills.</p> <p><u>Navigation:</u>Finance-Bills-Bills Report-Bill Duplicate Beneficiary Detail Report</p> <p>All Pay and Accounts Offices (PAOs) and Treasury Officers (TOs) are hereby requested to issue necessary circulars to their respective subordinate units, instructing them to scrupulously utilize the Duplicate Payment Report as part of the bill verification process.</p>

			Strict adherence to this practice is essential to uphold financial discipline and ensure that no duplicate or inadmissible payments are processed.
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All Pay and Accounts Officers and Treasury Officers are requested to

1. Maintain separate file for all the advisories being shared and sensitize all officials of treasury offices by all modes of communication (U.O.Note, letters, e-Mail etc.)
2. Similarly the same has to be shared with **all Drawing and Disbursing Officers and aided institutions** by possible modes of communication (letters, e-Mail etc.)
3. **Monthly meetings / re-orientation sessions** have to be organized for all subordinate offices, DDOs and aided institutions to ensure proper dissemination of all updates.
4. **Organize structured training sessions** for Drawing and Disbursing Officers (DDOs) under their jurisdiction.
5. **Initiate awareness campaigns** through suitable channels (e.g., official meetings, internal circulars, demonstration sessions) to promote widespread adoption and effective use of the Mobile App services.
6. **All Regional Joint Directors** are requested to ensure proper communication to all stakeholders and conduct of monthly meetings at all Treasury offices.

Sd/-

Director of Treasuries and Accounts

To


All Pay and Accounts Officers,
All Treasury Officers
All Sub Pay and Accounts Officers

Copy to

1. All Regional Joint Director of Treasuries and Accounts.
(To ensure proper and complete dissemination to all the stakeholders)
2. All Sections of CTA.
3. Department of Finance, IFHRMS, T&A-III
4. M/s Wipro Limited. (For uploading in portal)

//Forwarded by Order//


Accounts Officer (e-team)


11/8/25